



DEPARTMENT OF EDUCATION

P.O. Box 83720
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DR. MARILYN HOWARD
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of School Transportation
208-332-6851

MEMORANDUM

TO: Superintendents, Business Managers, and Transportation Supervisors
FROM: Lanette Daw, Finance Specialist, Division of School Transportation
DATE: July 6, 2006
SUBJECT: 2005 - 2006 Student Transportation Reimbursement Claim

The 2005-2006 Student Transportation Reimbursement Claim Forms (Excel format) are available at www.sde.state.id.us/finance/transport/forms.asp#Annual. Click on "Instructions for Completing Reimbursement Claim" for detailed information. There are five different reimbursement claim formats; please select the one applicable to your district.

1. District Owned Operation, Schedule A – Actual Cost Method
2. District Owned Operation, Schedule B – 7.5% Method
3. Contracted Operation
4. Combination – District Owned/Contracted Operations – Schedule A
5. Home-Based Public Virtual School Operation – Schedule V

Recommendations for submitting completed reimbursement claim form and certification report:

- Electronic reimbursement claim forms are required. Submit to LDaw@sde.idaho.gov by September 30, 2006.
- Fax (or mail) Certification Report with Superintendent's signature to 208-334-3484 at the time the claim form is electronically submitted.
- District Owned – Total fleet miles on Annual School Bus Inventory/Odometer Report should agree to total miles (line 43) on the Student Transportation Reimbursement Claim
- Costs included on the reimbursement claim should agree to the district's year end financial report after independent audit adjustments
- Keep copies of the reports for your records

Mail the following supporting documents related to FY06 at the time the claim form is electronically submitted:

DISTRICT OWNED OPERATIONS:

1. Chart of Accounts
2. Transaction listings for accounts 100-681, 100-682, and 100-683

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3. List of pupil transportation employees, regular and substitute drivers, mechanics, supervisors, etc.
4. List of equipment operated or maintained by pupil transportation personnel (school buses, vans, grounds vehicles, and maintenance equipment)
5. If available, any working papers used to complete the FY06 reimbursement claim form.

CONTRACTED OPERATIONS:

1. Detailed FY06 accounts payable ledger showing transportation payments made to the school bus contractor, plus copies of matching invoices.
2. If available, any working papers used to complete the FY05 reimbursement claim form.

HOME-BASED PUBLIC VIRTUAL SCHOOL OPERATIONS:

1. Chart of Accounts
2. Transaction listings for accounts used to report transportation expenses, i.e. 100-681, 100-682, and 100-683
3. Working papers detailing miles and rate paid for expenses claimed on Line 21.
4. If also have school bus expenses, submit requirements listed under either district-owned or contracted operations.
5. If available, any working papers used to complete the FY06 reimbursement claim form.

Please contact us if you have questions:

- Ray Merial, Transportation Supervisor, (332-6851), RFMerial@sde.idaho.gov
- Brad Jensen, Transportation Coordinator, (332-6851), KBJensen@sde.idaho.gov
- Lanette Daw, Finance Specialist, (332-6851), LDaw@sde.idaho.gov
- Amanda Salazar, Administrative Assistant, (332-6851), ADSalazar@sde.idaho.gov